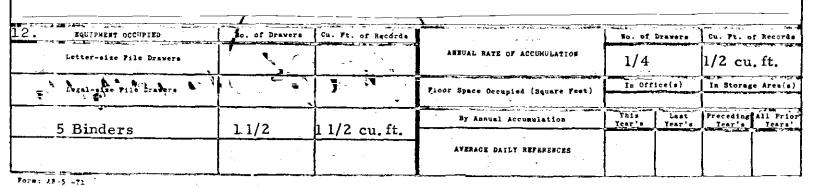
DEFARTMENT OF ARCHIVES & HISTORY

GEORGIA RECORDS DISPOSITION STANDARD	RECORDS MARAGEMENT DIVISION
1. Application Date INSTRUCTIONS: See separate instructions for completion of	FOR RECORDS MANAGEMENT DIVISION USE
July 17, 1973 front and reverse of this form. Sign original and two copies	Date Received Application No. Date Completed
2. Agency Application No. and forward to Department of Archives and History, Attention:	MIG 20 1973 772-572 NOT 12 1972
Records Hanagement Officer.	10000 16 18 18 18
•	Person to Contact
Dept. of Offender Rehabilitation, Administrative Service	es Fred Prince
Food Service Dept.	
Room 811, Trinity-Washington Bldg.	5 . Working Title 6 . Tel. No.
	ood Service Dir. II 3790
7.ACTION REQUESTED	- The Company And Company An
ESTABLISH DISPOSITION STANDARD; DISPO	OSE OF PRESENT ACCUMULATION;
	URTHER ACCUMULATION ANTICIPATED
8 Inclusive Dates Q EXACT SERIES TITLE	
7/1/68 to present Master Menu Files	
1717 00 to present Master Went Files	
O What function performed resulted in creation of this series	
The Administrative Services Division has the responsib	oility for computer services.
engineering, personnel, fiscal affairs, food services,	
management and records management for the Departme	
and Corrections.	
The Food Service Section provides technical guidance a	nd aggistance as meanined to
	· •
all units of the Department of Corrections to assure ad	
properly prepared, for inmates and staff at minimum e	expense.
	•
	•
DESCRIPTION OF SERIES - Include Form No. & Form Title, if any	-
. •	

Files relate to the Food Service Program of the State penal institutions.

Files includes menus for State penal institutions.

The file is arranged by days of the week and thereunder chronologically.



QUESTIONNAIRE Place as "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[K]	[]
14. Is there a duplication of this series in another office or agency?	[]	[K]
15. Is the information contained in this series ever summarized or published?	[]	[X]
16. Does the series contain classified information requiring security handling?	[]	[X]
17. Does the series document policies and procedures of agency's operation or function?		
18. Could the function be performed if the files were lost or destroyed?	[X]	[]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[X]
20. Does the record series provide data as input to an EDP file?	[]	ĮΧ
21. Does the record series contain documentation produced as EDP printout?	[]	[X]
22. Is the series affected by Federal or grant funds?	[]	[李
23. Will there be a need for these records 10, 15 years from now? If yes, what? Historical Research	[3]	[]
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.MADMINISTRATIVE f.[%HISTOR LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)	RICAL	•
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a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.MADMINISTRATIVE f.[%HISTOR LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement) This decision was made after consultation with Harmon Smith. 25. AGENCY RECOMENDATIONS. This agency recommends that the file series be cut off at the of each -[]CALENDAR YEAR -MFISCAL YEAR -[]OTHER A.[]Destroy immediately after cut off. BellHold in current files area month(s)/ year(s), then: 1 []Destroy. 2 []Transfer to records center; hold year(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder. 3 []Destroy after audit (or year(s) after audit). C.[]Hold in current files area indefinitely. D.[%Hold in current files area i year(s), then transfer to Archives permane E.[]Other (Indicate briefly rationale for recommendations above/or write additional remarks)	the e	end en:
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